

UNITED STATES PROBATION OFFICE DISTRICT OF KANSAS

VACANCY ANNOUNCEMENT #KC06-11

POSITION: Administrative Assistant to a U.S. Probation Officer

LOCATION: Kansas City, Kansas

FULL SALARY RANGE: CL 24, Step 1-25 (\$31,113 - \$38,890)

ISSUE DATE: October 26, 2006

CLOSING DATE: Open until filled

DUTIES

This position provides clerical support to probation officers and may serve as office receptionist in the combined probation and pretrial services office of District Court. Representative duties: transcribe from personal dictation, recordings or handwritten material; proofread and edit written documents; prepare court documents; enter supervision case file/statistical data into automated databases; prepare recurring reports and forms; may be called upon to provide support for drug aftercare services; apply automation knowledge to typing and record-keeping responsibilities; maintain confidentiality of sensitive records; establish and maintain appropriate subject-matter files; perform other related clerical duties. Occasional travel to other divisional offices may be required.

QUALIFICATIONS

To qualify, an applicant must be a high school graduate, or equivalent, and have one year of specialized experience. Entry level salary will be based on experience and/or combination of education and experience.

General experience: Progressively responsible experience providing a good knowledge of office procedures, practices, processes and mission. Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence. Ability to organize work to meet deadlines. Must have excellent typing skills.

Specialized experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

Educational substitutions: Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months experience.

EMPLOYEE BENEFITS

1. 13 days per year paid vacation for the first three years.
2. 20 days per year paid vacation after three years.
3. 26 days per year paid vacation after fifteen years.
4. 13 days per year paid sick leave.
5. 10 paid holidays per year.
6. Choice of healthcare coverage from a wide variety of plans.
7. Life Insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free Parking.
13. Free onsite fitness center.

SELECTION PROCESS

HOW TO APPLY: Submit résumé and cover letter or AO 78 Application for Employment (available at www.ksd.uscourts.gov) to:

Human Resource Administrator
259 U.S. Courthouse
500 State Avenue
Kansas City, KS 66101

All resumes will be evaluated and the most qualified applicants invited for a personal interview. Only applicants selected for an interview will be notified when a successful applicant has been selected for the position.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants will be subject to a criminal background check. This position is subject to mandatory Electronic Fund Transfer for payment of net pay.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYEE